

SECRET

Security Information

18 March 1953

2831

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Review of Vital Materials Program for Your Office.

1. The procedure for making deposits in the Vital Materials Repository provides that either original documents, copies of originals or microfilm may be deposited.

2. The latest inventory of vital materials in the Repository indicates that there is nearly three times as many documents on microfilm than there are originals. If it can be avoided the reverse should be true. This large amount of microfilm would be difficult to use quickly in the event of an emergency because considerable time would be required to enlarge, print and reproduce the images. In addition, an unusually large volume of mechanical equipment would be required. On the other hand, original documents or copies thereof could be made available more readily.

3. A review of material being currently deposited in the Vital Materials Repository indicates the possibility that original documents or copies thereof may be substituted for some of the microfilm. Please review the vital materials program for your office and see if it is possible and feasible to reduce the volume of microfilm already deposited, and in the future deposit originals or copies of documents to the greatest extent practicable.

4. A Records Analyst from this Office will be glad to review this program with you at any time.


Chief, General Services

25X1

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, RI

NO.

DATE

24 March 1953

STAT

TO

ROOM
NO.

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

COMMENTS

1. Chief,
General Services

201
North

This was brought in by [redacted] Rel STAT
Project officer, 3/25/53.
I discussed entire V.M.
program with him.
With respect to IT 2 of
attached memo, we
expect to transfer 2 viewers
to the repository next week.
This will provide the
repository with a total of
four. I have reviewed
use of viewers generally &
if additional are found we
will attempt to locate any not
properly categorized, as well
transfer to repository if we
feel they are
necessary. 3/25/53

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